Process for Ordering City Official Identification Cards

CITY MANAGER

- Send a written request to Station Unit Commander
- Provide updated Biographical Form and digital photo of City Official to the station.
- Collect old/expired ID cards and return to the station.

STATION UNIT COMMANDER

- Complete and email the ID Order Form to CLEB with the following:
- 1. City Official's Biographical Form
- 2. Digital Photograph
- 3. Copy of Lost/Stolen report (if applicable)
- 4. Old/Expired ID (handdeliver to CLEB)

STATIONS NEED TO HAND-DELIVER OLD/EXPIRED ID CARDS TO CLEB:

Sheriff's Department Contract Law Enforcement Bureau Hall of Justice 211 W. Temple St., 7th Flr. Los Angeles, CA 90012 ATTN: City Official ID Coordinator

CLEB

- Update Biographical Information in database
- Issue ID and log in ID Tracking Database
- Notify Station Unit Commander that ID is ready for pick up

STATION PERSONNEL

- Pick up completed ID card(s)
- Sign receipt acknowledging possession of ID
- Hand-deliver ID to Station Unit Commander

STATION UNIT COMMANDER

 Deliver the completed ID card(s) to the City Official(s)

When a City Official leaves office, Station Unit Commanders must request the ID and return it to CLEB for disposal.

CLEB email for ID Orders: clebcityids@lasd.org

BIOGRAPHICAL FORM (attached page 2)

ID ORDER FORM (attached page 3)

CONTRACT CITY OFFICIAL / TOWN COUNCIL MEMBER

BIOGRAPHICAL INFORMATION

CONFIDENTIAL

FOR SHERIFF'S DEPARTMENT USE ONLY

Please print clearly and complete all information. Date: _____ To order Identification Cards, send a written request to your Sheriff Station Service Area Manager, who will fill City: out the ID Order Form and forward the completed biographical form and digital photo to Contract Law Enforcement Bureau. Position: Nickname: _____ Name:____ Middle Initial Home Address:_____ Street Birth Date: _____ Home Phone: Cell Phone: Area Code Work Email: Personal Email: Occupation: Name of Employer: Address: Number Emergency Contact Person: ______ Relationship _____ Emergency Contact Phone: Area Code (Signature Required)

CONTRACT LAW ENFORCEMENT BUREAU CITY OFFICIAL IDENTIFICATION CARD ORDER FORM

*** FORM TO BE FILLED OUT BY THE STATION'S SERVICE AREA MANAGER ***

Date:		STATION CHECK-OFF LIST		
			Biographical Form	
Station:			Digital Photograph for ID	
City:			Old/Expired ID (If Previously Issued)	
			Copy of Lost/Stolen Report	(If Applicable)
IDENTIFICATION CARD ORDER				
I.D. Card previously	Name		Position	Exp. Date
issued? (Y/N)			(City Managers and	MM/DD/YY
If yes, write ID#			Elected City Officials Only)	(Term)
Order Form Prepared By (Station Personnel):				Date:
Unit Commander Approval:				Date:
Note: Service Area Mai	nagers may email this form along with the	e biogra	phical forms and digital photo	graphs to
clebcityids@lasd.org. He	owever, you must still forward signed orig	inal form	ms to CLEB, ATTN: City Offici	al ID Coordinator.
There is no charge for Sheriff Department issued identification cards.				
An identification card request will be processed ONLY if the CLEB has a signed Biographical Information Sheet on file				
and a digital photo has	been sent.			
CLEB ID Order Form (rev. 09/07/16)				